



**Elk Valley Minor Hockey Association
General Meeting Agenda
January 15, 2023**

CALL TO ORDER

The regular meeting of the Elk Valley Minor Hockey Association was called to order at 6:00 pm on January 15, 2023 at Sparwood Chamber of Commerce

ATTENDEES: Jenna Kaus, Melissa Archembault, Stephanie Doratty, Jillian Doey, Crystal Tennant, Tiffany Rybachuk, Tanya Wagner, Jeff Pryhitko, Jeff Cytko, Stephanie Freiheit, Sky Johnston, Jennifer Cherney, Jason Lui, Jennifer Stevens, Shawn Speager

REGRETS SENT: Nikole Sharpe

NOT PRESENT: Jenn Attorp

Guests Present:

Kristi Pasko
Jessica Simard

Motion to adopt the Meeting Minutes.

1s the motion- Crystal Tennant

2nd the motion- Jenna Kaus

All approved

BOARD REPORTS

PRESIDENT'S REPORT- TIFFANY RYBACHUK

Submitted Report:

VICE PRESIDENT'S REPORT- Crystal Tennant

Submitted Report: Nothing to Update

TREASURER'S REPORT- Tanya Wagner

Report Submitted: November 2022

Financial Report:

Attached is the income and expenses for October 25th until January 5th with categories.

Bank Balances as of January 5th

General Account - 97946.76

Gaming Account - 737.49

Bonds - 5510.88 each

Raiders - 2001.42

Evaluators Gift Cards

Gift cards have been purchased and given out except for one - looking for someone to help deliver D. Auger's.

Donation (Raiders):

Sent cheques to all organizations after initiating transfer from the account.

Mileage

Created a form for mileage reimbursement for travel that is required by the association (EK meetings etc). Attached. Spoke with a few people who claim mileage for business and they said anything above 0.54 needs to be claimed.

EVMHA Mileage Reimbursement Form	
Name	
Email	
Trip Description	
Number of KM (\$0.61/km)	
Total Owning	0

Profit and Loss

October 25, 2022 - January 5, 2023

	Total
INCOME	
50/50 Income	647.50
Debit Reversal	125.00
Donation Rec'd	4,892.31
Girls' Team Tournament Fees	2,194.00
Home Tournament Entry	11,700.00
Ice Fee	1,125.36
Name Bars	380.00
Refunds-Allowances	225.00
Registration	0.00
Registration 2022.23	2,920.90
Total Registration	2,920.90
Services	2,307.51
Tournament Refund 2022/23	1,100.00
U11 Tournament Fees	4,366.00
U13 Tournament Fees	1,813.66
U15 Tournament Fees	1,396.65
U7 Tournament Fees	4,840.64
U9 Tournament Fees	1,989.93
Total Income	42,024.46
GROSS PROFIT	42,024.46
EXPENSES	
Bank charges	11.25
Coaching / Course Reimbursements	240.80
Donation	55.00
Dues and Subscriptions	550.00
Equipment	5,174.96
Evaluator Gifts	1,100.00
Fundraising & Raffles	2,524.96
Home Tournament Costs	6,190.55
Ice	17,788.16
Ice - Elkford	2,270.80

Insurance	938.00
Office expenses	49.28
Other general and administrative expenses	21.00
Refrees	5,695.00
Team Refund	1,300.00
Team Tournament Entry	4,160.69
Total Expenses	48,070.45
OTHER INCOME	
Interest earned	2.75
Total Other Income	2.75
OTHER EXPENSES	
Refunds 2022/2023 Season	1,883.33
U11 Team Expense	157.50

Elk Valley Minor Hockey Association

3/5

	Total
Total Other Expenses	2,040.83
PROFIT	\$ -8,084.07

Balance Sheet

As of January 5, 2023

	Total
ASSETS	
Current Assets	
Cash and Cash Equivalent	
EKCCU - Bond ...8795	5,475.29
EKCCU - Bond ...8803	5,475.29
EKCCU - Bond ...8811	5,475.29
EKCCU - Equity Shares ...8080	71.00
Gaming - 628114	686.20
General Account - 628106	99,498.91
EKCCU - U- 9 Sparwood	-1,415.25
Girl Team	310.00
Total General Account - 628106	98,393.66
Grant Funds	-9,996.50
Scholarships	500.00
Tryouts 2020.2021	-1,615.00
Total Cash and Cash Equivalent	104,465.23
Uncategorized Asset	159.60
Total Current Assets	104,624.83
Total Assets	\$104,624.83
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Card	
COLLABRIA	-4,781.13
Total Credit Card	-4,781.13
Total Current Liabilities	-4,781.13
Total Liabilities	-4,781.13
Equity	
Retained Earnings	98,503.44
Profit for the year	10,902.52
Total Equity	109,405.96
Total Liabilities and Equity	\$104,624.83

EK REP- Jeff Pryhitko**Report Submitted: None Submitted****CROSS ICE COORDINATOR- Jenna Kaus****Report Submitted:**

1. I want to discuss the possibility of purchasing reusable boards for tournaments. Fernie has them and they look awesome.

I have reached out to Loretta at Kootenay Signs and she has given me a quote and a few samples. I did not choose the colours, their graphic designer put them together. We can change them to whatever we want.

The quote includes:

- 50/50 Board (24" by 36")
- Raffle Winner Board (24" by 36")
- A Schedule Board (48" by 48")
- Round Robin Tournament Points Board (48" by 48")
- A second Tournament Board that shows the score and points for each game. (48" by 48")

All the boards are dry-erase.

The Quote is \$1110.97 for all of them.

Estimate #17665

2023-01-10

Prepared For:

Elk Valley Minor Hockey

Prepared By:

Wiley
Kootenay Signs
Box 1981
Fernie, BC V0B 1M0 Canada

Phone:

Fax:

Phone: 250-423-7444

Fax: 250-423-7447

Alt. Phone:

Alt. Phone:

Email: tiffany.rybachuk@hotmail.com

Email: loretta@kootenaysigns.ca

Description: 24"x36" printed vinyl with dry erase on alupanel (x2) RAFFLE 50/50
48"x48" printed vinyl with dry erase on alupanel (x3) SCHEDULE BOARDS

Estimated Time For Production: 10 working days

Quantity	Description	Each	Total	Taxable
2	24.00 in x 36.00 in Intermediate Print Vinyl Top laminated with Dry Erase Mounted on Alupanel White	109.70	\$219.40	✓
3	48.00 in x 48.00 in Intermediate Print Vinyl Top laminated with Laminate 54" Mounted on Alupanel White - SCHEDULE BOARDS	257.51	\$772.53	✓
Subtotal			\$991.93	
PST			\$69.44	
GST			\$49.60	
Total			\$1,110.97	

Terms: Net 30 days

For the EVMHA Policy Handbook, I have attached the newest draft.

Things I have changed to the policy handbook since our last meeting:

Updated the information about volunteers being assigned by the Coach Coordinator.

I added that volunteers must be 14 years old or older

- Tiffany said this was discussed at a previous meeting. The general consensus was that 14 was a good age because they will be able to stay focused and be more likely to help in the event of an emergency. This is the age when they are also required to start taking Respect in Sport.

Fixed the information in the registration section about transfers.

Added an Appendix C with on ice helper requirements.

Updated the tournament section. I added info about the \$400 loan per team for tournaments based on our discussion at the last meeting. We need to decide what we will allow teams to do with tournament surplus.

Added more information about affiliated players. Added a bullet about affiliated players practicing with their affiliated teams based on our discussion at the last meeting. Should it be more specific? - invite by coaches and up to coaches discretion, for practices

Added a bullet about loyalty for dual rostering based on our discussion at the last meeting. I am wondering if we should also have a deadline to dual roster. I put Nov. 1 for now. I also added that registration fees should be paid for both teams. Final deadline – Jan. 15th, fees will be paid for both teams, or a case by case basis dependent on season structure.

Added that coaches may ask parents to help with dressing room supervision when required.

Updated the scholarship section, it now has more information about who is eligible and how to apply.

Added that Team managers are eligible for gas reimbursement for travel to league scheduling meetings. Added proof of travel was necessary.

Changed information about paying for tournaments. Referenced the Team Managers Manual instead. Talking to Tanya about team bank accounts as something we might want to consider for next year. Because we can only update our policy handbook annually, I thought it would be best to remove any specific details about payments so we can hopefully change a few things for next year.

Added that volunteers will be reimbursed at the end of the season if they fulfill their duties for the entire season.

Added Spordle to all HISPORTS

Added which RIS parents should take.

Reworded the Wild Wear Section, so it is less pressing and included Raiders

REFEREE IN CHIEF- Vacant

Report Submitted:

COACH COORDINATOR- JEFF CYTKO

Report Submitted:

EQUIPMENT MANAGER- Sky Johnston

Report Submitted: None Submitted

REGISTRAR- Stephanie Doratty

Report Submitted: Nothing to Update

PUBLIC RELATIONS/WILD WEAR- Jillian Doey

Report Submitted: Nothing to Update

ICE COORDINATOR- Melissa Archambault

Report Submitted: None Submitted

RISK MANAGER- Jenn Attorp

Report Submitted: None Submitted

SPECIAL EVENTS COORDINATOR- Justine Bowen

Report Submitted: None Submitted

FUNDRAISING COORDINATOR- Stephanie Frieheit

Report Submitted: None Submitted

FEMALE COORDINATOR- Jason Lui

Report Submitted:

Deadline for U15 Female tournament cancellation is **Dec 15, 2022** for 60-day cancellation notice. Jason to confirm cancellation with Melissa prior to deadline.

Held parent meeting to discuss options for hosting the tournament in March 2023.

Pros - more hotel availability, tournament is outside of playoff/banner weekends (To be confirmed)

Cons - spring break and ice closure need to be identified

RMFHL Tiering - attended league meeting. Very interesting structure for all divisions (U11-U18). U15 female created 3-divisions (2-A and 1-B) in effort to create competitive balance and minimize travel. The league is still considering restructuring the divisions after 1st half of the regular season based on results and cross over games to determine division champions playdown for provincials. Provincials are not applicable for EVMHA U15 Female.

RMFHL scheduling

- Informed Melissa the delay in finalization of U15 Female schedule to XMAS break was due to the league waiting for ice back from CAHL. Anticipating schedule release ASAP.
- November 21, 2022 - 2nd Half Ice due to Scheduler (Julie Feragen). Melissa has already submitted icetimes.
- January 6 – February 12, 2023 – U13 & U15 – 2nd Half of the Season (6 Weekends)
- February 3, 2023 – 1st Round Playoff Ice due to Scheduler (Julie Feragen)
- February 17, 2023 – U13 & U15 Playoffs begin
- March 12, 2023 – U13 & U15 Playoffs completed

PLAYER DEVELOPMENT- Vacant Report Submitted:

Motion to accept Board reports.

1st the motion Sky Johnston

2nd the motion Jillian Doey

All approved

OLD BUSINESS

1. Policies (SEE ABOVE Report from Jenna as to what she has added since the last meeting and vote on anything new up above, highlighted any questions that need to be discussed).
 - Motion to adopt the new Structure section, including the changes to Initiation U7 & U9, Recreation Hockey, Rep and Development Hockey and the addition of Female Hockey.
 - Motion to change the language in the Policy handbook from Late fee to Early Bird Registration.
 - Motion to change the registration payments deadline from October 15th to September 1st for all registered players.
 - Motion to include fee reduction and late registration fee schedules in the Policy Handbook instead of the Bylaws.
 - Motion to use the early bird registration fee when calculating fee reductions.

- Motion to accept the Division Guidelines Section, including the addition of Initiation, the use of Appendices, and updated information about forms.
- Motion to accept the new Player Movement Section, including the information about affiliated players, roster sharing and dual rostering.
- Motion to change the application date for player movement from September 1st to October 1st.
- Motion to allow parents to stay in the arena during evaluations.
- Motion to include all dressing room policies in the policy handbook.
- Motion to make 50/50 draws are strongly encouraged for exhibition and league games.
- Motion to increase the scholarship amount to \$500.00
- Motion to make it mandatory for team managers to host a team meeting before November 15 of every season. The meeting agenda, meeting minutes and attendance should be submitted to the EVMHA Risk Manager.
- Motion to accept the new Exhibition Game Section and Attending Tournaments Section, which includes updated information regarding the proper travel forms and payment options.
- Motion to make it so that all team expenses are paid by sending the EVMHA Treasurer EMTS unless otherwise arranged with the EVMHA Treasurer.
- Motion to accept the new League Games and Hisport/ Spordle section.
- Motion to remove information about the turning point program as it no longer exists
- Motion to Accept Fernie Minor Hockey Amalgamation
- Motion to Allow Team Fundraising
- Jennifer would like to motion to change the volunteer wording to match BC Hockey. You do not have to take respect in sport at 14 years old.

On Ice Helper

Age of Helper	Registration	Equipment	Certification
14 years and below	<ul style="list-style-type: none"> Must be a registered member of BC Hockey or Hockey Canada If not registered they must be added as a "volunteer" on the roster 	<ul style="list-style-type: none"> Full equipment Bantam aged goalies may wear full player equipment instead of goalie equipment on the ice. 	
15 years old	<ul style="list-style-type: none"> Must be registered member of BC Hockey or Hockey Canada If not registered they must be added as a "volunteer" on the roster 	<ul style="list-style-type: none"> CSA certified helmet, chin strap fastened, full face mask, certified neck guard, gloves Full tracksuit or pants and sweater are recommended to be worn on the ice 	
16 years old	<ul style="list-style-type: none"> Must be registered member of BC Hockey or Hockey Canada If not registered they must be added as a "volunteer" on the roster 	<ul style="list-style-type: none"> CSA certified helmet, chin strap fastened, full face mask, certified neck guard, gloves Full tracksuit or pants and sweater are recommended to be worn on the ice 	<ul style="list-style-type: none"> Respect in Sport
17 years old	<ul style="list-style-type: none"> Must be registered member of BC Hockey or Hockey Canada If not registered they must be added as a "volunteer" on the roster 	<ul style="list-style-type: none"> CSA certified helmet, chin strap fastened, full face mask, certified neck guard, gloves Full tracksuit or pants and sweater are recommended to be worn on the ice 	<ul style="list-style-type: none"> Respect in Sport All volunteers that are 17 years old turning 18 years old in the calendar year require a Criminal Record Check and Vulnerable Person Check.
Adult (18 and older)	<ul style="list-style-type: none"> Must be registered member of BC Hockey or Hockey Canada If not registered they must be added as a "volunteer" on the roster 	<ul style="list-style-type: none"> CSA certified helmet, chin strap fastened, gloves Full tracksuit or pants and sweater are recommended to be worn on the ice 	<ul style="list-style-type: none"> Respect in Sport Criminal Record Check and Vulnerable Person Check
Non-members (offering coaching or on ice help for a fee)	<ul style="list-style-type: none"> Must become an Associate Member Not to be rostered with a Minor Hockey Association 	<ul style="list-style-type: none"> Must follow above outlines for ages for required equipment on ice 	<ul style="list-style-type: none"> Requirements on Associate Member application

****Please reach out to your District as their may be restrictions for on ice helpers in your district.****

On ice helpers are not permitted to be on the bench or coach in any capacity. They are to assist with pushing pucks and moving equipment on the ice.

Motion to accept the EVMHA Policy Handbook- Jenna will send it out one more time and we will all take a final read through to motion and approve the policies all at once.

New Business

- Justine Bowen has requested EVHMA board review to allow for dual rostering for Lila (See attached email)
 - She must be AP'd on our end because it is playing up.
 - She has played 5 games and after 10 and her u13 team is over she can play unlimited with the girls team. She will remain an AP
 - 2 more requests have come in from the Female asking to join the u15/18 team
 - Jennifer doesn't have an issue
 - Jason doesn't have an issue
 - Tiffany pointed out that these requests should come to the board instead of just talking to the registrar, presidents can talk to each other when these cases come up. We will try and come up with a form so there is a papertrail- Jillian agrees, so does Stephanie Doratty, come up with a new form that coaches and presidents can sign.
 - Motion to allow 2 females to dual roster to the u15/18 team
 - Jennifer 1st

- All in favor
2. Vote on Reusable Boards (Jenna) See Report above.
- Jenna would like to motion to purchase these boards
 - Jillian suggested no Sponsor board because sponsors change each year, Jenna had already removed that board
 - Jillian suggests to purchase white board markers, and stands for them
 - Jenna also suggests a case/cover
 - Perhaps 2 schedule boards and round robin ones
 - Tanya motions to spend up to \$2000 for boards and accessories for both arenas
 - Jillian seconds
 - All in favor
3. Tournament Forms and Fundraising (Tanya)
- Created tournament forms online that are shared with fundraising coordinator and managers to track money into and out of accounts. Included a page for 50/50 draws as well as fundraising control sheets. Need to have someone teach managers how to fill the control sheets out if they are new.
 - Tournament raffles and 50/50 money can be used to pay for the costs associated with tournaments - this includes swag, ice, refs, facilities, etc. What if there is extra?
 - Tanya as created good spreadsheet
 - Discussion on how much should go back to the association
 - Some associations take all of the extra money left over to keep registration low
 - Some give some back money paid for tournament fees/parties/activities
 - Some associations charge a fee for the tournament and then the team can use the money for parties/activities etc.
 - Crystal motions that 50% of the profits go to the association and 50% to the team (max refund to \$100 to each family) \$500 above that can go to a team party anything above that can go back to the association.
 - Jennifer Seconds
 - All in Favor

4. **U11 Development Team 2021/22 Season**

Have gone through the accounts and things aren't matching up. Some parents paid for tournaments that were never attended but if these fees are refunded, the team would be in a deficit overall. As an

association, I think we need to refund any parent who paid more than the 386 for actual attended tournaments by the team.

Received in Accounts	Team Tournament Fees	Balance
429	386	43
511	386	125
429	386	43
150	386	-236
200	386	-186
150	386	-236
400	386	14
529	386	143
386	386	0
286	386	-100
436	386	50
436	386	50
529	386	143
436	386	50
5307	5404	-97

The team itself right now is in the green with with the money brought in from Tryouts. See below.

Tournament Fees Received	5307
Additional Incoming Funds	792.33
	6099.33
Other Outgoing Funds	689.44
Tournament Costs of ACTUAL tournaments attended	5300
	5989.44
Balance of Account	109.89

This would be a cost of 551.11 to the association

- Manager asked for payments to be paid right to the treasurer, she wasn't aware that some families never paid.

 - Tanya Motions to refund the parents that over paid.
 - Jennifer 1st
 - Sky 2nd
 - All in Favor
5. (Jennifer, Crystal, Justine) Changing Joe Carolla Days and Hugh Twa days to Elkford Hockey Days and Sparwood Hockey days or cancelling them altogether?
- Jennifer Suggests that we can respect and pay tribute to all volunteers past and future and just plan a day around hockey. No disrespect to any families. Call it Elk Valley Minor Hockey Week to celebrate the legacy of hockey

Motion to discuss at next meeting.

6. (Jennifer) Last year awards, what happened? If they aren't going to be handed out should we cancel this too?
- Justine still has some and will hand them out. It was discussed we should try and sort out the awards earlier in the season so that they can be taken care of before season end.
7. (Jennifer) Ice times in Elkford every second week on Tuesdays 8:15- not being used or offered to teams to use? Seems a waste of money for the season if we can't get use out of it.
- Melissa will email teams with the open ice slots and offer the slots to be used
 - She will also discuss with Tiffany about new ice Schedule in Sparwood from Spring Break after.
8. Discuss viability of our association/recreational hockey (Jenn Stevens) Please see attached suggestions.
- Much discussion on the suggestions, especially about development of coaches and players. We haven't had a player development coordinator this season and Jen Stevens offered to take the role and work on sessions for coaches and the kids.
 - Was discussed to have a form of feedback for parents part way through the season. It was said that it appears that we are only here for our children instead of all children in hockey. Jennifer admitted that nearly the entire board has stepped up to volunteer because we have children in hockey. Every member is busy volunteering and working and being parents and can't necessarily commit to completing everything and that's why many don't step up to take on more. If parents feel that more can be done then we can ask for feedback and try to implement suggestions. This will be discussed at the meetings moving forward.
9. U7/U9 New rules from EK (Jeff P.)
- There was a discretion for penalties at the is age between penalty shot or child taken off ice? It has been removed that no penalty shot will happen. If there is an infraction or penalty the player will be removed – no short handed. Just enough time for the coach to speak to them about what happened. Tiffany will email ref coordinator and she will explain to the new younger refs

10.

AGENDA FOR NEXT MEETING

ADJOURNMENT

Meeting adjourned at 9:05 pm by Tiffany Rybachuk as President. The next regular meeting will be February 9th @ 6:00pm @ Elkford Community Centre.

Minutes Submitted by Jennifer, Secretary

X DocuSigned by:
Tiffany Rybachuk
FAF2C42D9D334FC

Tiffany Rybachuk
EVMHA President

X DocuSigned by:
Crystal Tennant
1DA608DB8EAC4B1...

Crystal Tennant
EVMHA Vice President
